



## **NEW HAMPSHIRE STATE AGENCY RENTAL PROPERTY**

### ***EXISTING FACILITIES - NEW LEASES ONLY***

#### **Request for Letter of Recommendation From The Architectural Barrier-Free Design Committee**

Version 09-2012

***Requesting Agency***

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***Street Address of Rental Property***

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***City/Town***

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#### **FOR A NEW LEASE IN AN EXISTING FACILITY:**

By submittal of the completed checklist and documentation, the above named state agency respectfully requests a letter of recommendation from the Committee on Architectural Barrier Free Design to be submitted to the Governor and Executive Council.

#### **THE FOLLOWING DOCUMENTATION MUST BE INCLUDED:**

1. Draft rental agreement, including ***Exhibit A*** and ***Exhibit D***.
  - a) Any and all renovations to existing facilities must be detailed within these exhibits.
2. Completed ***New Hampshire Accessibility Checklist*** (attached).
3. **Photographs**, preferably in digital format (CD, DVD, Flash Drive or via email) or in hard copy, including but not limited to the following items.

***(Please Note: If possible, place an extended tape measure, a ruler, or a yardstick next to the item being photographed to show height, or confirm height in photo title).***

  1. Accessible Parking
    - a. Accessible parking spaces
    - b. Access aisles
    - c. Ground markings and posted signs
  2. Path of travel from accessible parking space and access aisle to entrance door
    - a. Examples of walking surfaces
    - b. Curb ramps
    - c. Crosswalks
    - d. Ramps
      - (i) Handrails
      - (ii) Walking surface
      - (iii) Landings (bottom, intermediate, top)
  3. Accessible Entrance
    - a. Walking surface at exterior door

- (i) Show clear floor space on pull side of door
    - (ii) Show clear floor space on push side of door
  - b. Exterior door hardware
  - c. Threshold at exterior door
  - d. Vestibule
    - (i) Walking surface of vestibule
      - 1. Show clear floor space on pull side of door
      - 2. Show clear floor space on push side of door
    - (ii) Size of vestibule (with interior door shown in open position)
  - e. Threshold at interior door
  - f. Interior door hardware
- 4. Reception counter
- 5. Waiting Area
- 6. Elevator
  - a. Exterior
    - (i) Call buttons
    - (ii) Floor space at elevator door
  - b. Interior
    - (i) Size of elevator cab
    - (ii) Cab control buttons
    - (iii) "Help" signal system
    - (iv) Floor level sign in hoistway
- 7. Interior Ramp
  - a. Handrails
  - b. Walking surface
  - c. Landings (bottom, intermediate, top)
- 8. Interior Stair Lift or Platform Lift
  - a. Threshold
  - b. Interior of lift
    - (i) Size of floor
    - (ii) Controls
    - (iii) "Help" signal system
  - c. Landings (bottom, intermediate, top)
- 9. Interior Stairs – show handrails
- 10. Interior Doors
  - a. Walking surface at each door
    - (i) Show clear floor space on pull side of door
    - (ii) Show clear floor space on push side of door
  - b. Door hardware
  - c. Thresholds
- 11. Water fountain
  - a. Path of travel to/from water fountain
  - b. Clear floor space beneath water fountain
  - c. Height of water spout
- 12. Accessible Toilet Rooms (show all Male, Female, Unisex, Public and Staff Toilet Rooms)
  - a. Walking surface at door
    - (i) Show clear floor space on pull side of door
    - (ii) Show clear floor space on push side of door
  - b. Door hardware

- c. Thresholds
- d. Sign at door
- e. Accessible Water Closet (Toilet)
  - (i) Rear wall grab bar
  - (ii) Side wall grab bar(s)
  - (iii) Clear floor space around water closet
  - (iv) Height of water closet seat
  - (v) Toilet paper dispenser
  - (vi) Flush handle

***NOTE: If there is an accessible stall:***

- 1. Both sides of stall door
  - a. Door handle
  - b. Door lock
  - c. Coat hook
- 2. Size of stall
- 3. Baby changing station
- f. Accessible Lavatory (Sink)
  - (i) Height to top of lavatory
    - 1. If lavatory is placed within counter, height to top of counter
  - (ii) Pipes beneath lavatory
  - (iii) Faucets or other hardware
  - (iv) Soap dispenser (reach depth; mounting height)
  - (v) Paper towel dispenser or hand dryer (mounting height)
  - (vi) Mirror (distance from bottom edge of reflective surface to floor)
- g. Strobe alarm for fire alarm system
- 13. Staff break room or lounge
  - a. Height of counter
  - b. Height to top of sink
- 14. Bench seating
- 15. Public Telephones

**PLEASE SUBMIT THE COMPLETED CHECKLIST, DRAFT RENTAL AGREEMENT, AND PHOTOGRAPHS NO LATER THAN THE FIRST TUESDAY OF THE MONTH TO:**

Accessibility Specialist  
 Architectural Barrier-Free Design Committee  
 Governor's Commission on Disability  
 57 Regional Drive, Concord, NH 03301-8518  
 PHONE: (603) 271-4177

***Accessibility codes that apply in NH:***

- **NH State Building Code**, which incorporates by reference the International Building Code (IBC) 2009, as amended, with most of the accessibility elements addressed in Chapters 11 and 34, which reference ANSI A117.1-2003. In addition, existing facilities must also comply with the 2009 International Existing Building Code (IEBC). The State Building Code applies to all facilities, new construction, additions, and alterations.
- **The Code for Barrier Free Design (AB Code)** for the State of New Hampshire is listed in the Abfd rules, Part 300. The AB Code incorporates by reference IBC 2006 and the accessibility standard "Accessible and Usable Buildings and Facilities ANSI A117.1-2003, as amended. As noted above, these codes are available from the ICC. The AB Code

applies only to publicly-funded new construction or substantial renovation to facilities that are open to the public.

- **The Americans with Disabilities Act (ADA)**, the 1990 Federal civil rights law; new construction and alterations must comply with **Titles II and III of the ADA and the 2010 ADA Standards for Accessible Design**.

*Approved by the Committee on Architectural Barrier-Free Design on September 18, 2012.*